

## Rollover Authorization Into The Department of Retirement Systems

Check one only: ☐ PERS ☐ SERS ☐ TRS ☐ LEOFF ☐ WSPRS

Toll Free: 1-800-547-6657  
Local: 360-664-7000  
TDD: 360-586-5450

Use this form to rollover funds to your Department of Retirement System (DRS) 401(a) account indicated above to purchase service credit or to purchase an additional TRS Plan 1 annuity from the following tax-deferred sources: Funds from other IRAs; distributions from any former employer's pension plan; or plans under IRC 401(a), 401(k), 403(a), 403(b) or 457. The DRS member must complete Sections A, B, C and D, and then forward the form to the financial institution holding the funds that will rollover to DRS. The financial institution completes Section E and returns the form with the funds to DRS. **Read important information on the back of this form before completing.**

### Section A: Member Information - Type or print in dark ink.

Last name	First name	Middle name	Telephone Number	Social Security Number
Street address			City	State Zip

### Section B: Distribution Instructions from Existing Account

Rollover Amount (cannot exceed the bill amount): \$	Fund Name/Account Number:
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### Section C: Application of Funds Received by DRS (check one)

- ☐ 1. Payment of Service Credit Purchase, DRS Bill #\_\_\_\_\_ Bill amount \$\_\_\_\_\_. (If the rollover does not completely pay the bill, the balance must be received within 30 days or DRS will return the rollover to the originator.)
- ☐ 2. Purchase of additional TRS Plan 1 Annuity in the amount of \$\_\_\_\_\_.

### Section D: Signature of Member Applicant

I authorize the financial institution listed in Section E to rollover the tax-deferred assets from my account(s) as stated in Section B, up to the amount stated in Section C to DRS, and make a check payable to the "Department of Retirement Systems for the benefit of \_\_\_\_\_," and mail to: DRS, PO Box 9018, Olympia, WA 98507-9018.

(print your name)

\_\_\_\_\_  
Signature of Member Applicant

\_\_\_\_\_  
Date

### Section E: Surrendering Financial Institution Information

Trustee, Custodian, Company Name	Telephone Number
Street address	City State Zip
Contact Name	Signature

### Section F: Acceptance

The Washington State Department of Retirement Systems certifies that the individual identified in Section A is a participating member of a Washington State Retirement Plan under IRC 401(a), and is authorized to rollover tax-deferred funds to his or her retirement plan up to the amount identified in Section C. Please remit a check payable to the Department of Retirement Systems and mail with this form to: PO Box 9018, Olympia WA 98507-9018.

# IMPORTANT INFORMATION

The Department of Retirement Systems (DRS) strongly recommends that you consult a tax advisor before completing this transaction.

- Any monies paid from your financial institution that are more than the bill amount will be refunded to your financial institution. This may have future tax consequences if the monies are not accepted for redeposit.
- Rollovers and transfers into a state retirement system cannot be made from a Roth IRA.
- This rollover or transfer is a choice initiated by you. DRS does not certify that the rollover is appropriate. DRS is not responsible for any tax consequences resulting from your choice. Contact the IRS with questions concerning your rollover or transfer decision at 1-800-829-1040.
- Please verify the current amount of your bill by calling DRS before requesting a rollover from your financial institution. Call DRS toll-free at (800) 547-6657. Those in the Olympia area may call (360) 664-7000.
- If you are participating in a payment plan to purchase previous service credit, do not use the rollover process unless it pays the final balance in full. (See Section C #1.)
- **If you are not using rollover funds (for example, paying with a personal check) do not complete and mail this form to DRS when you submit payment.**

This form requests that you provide your Social Security Number. Internal Revenue Code Sections 6041 (A), and 6109 authorize the Department of Retirement Systems (DRS) to solicit your Social Security Number.

- The disclosure of your Social Security Number to DRS is mandatory.
- DRS will use your Social Security Number to ensure that any amounts disbursed under your account are properly reported to the Internal Revenue Service and as a reference number for tracking all data with regard to your retirement account.
- DRS will not disclose your Social Security Number to any party unless required by law.